ROMAR M. CAPUNO

Address **:** 92 Palawan Street Bago Bantay Quezon City
Email : capunoromar@gmail.com
Contact Number : 09260034164

CAREER OBJECTIVES

To contribute to your organization's success through the efficient use of my knowledge and skills.

PERSONAL INFORMATION

Date of Birth : October 5,1989
Place of Birth : Pola Oriental Mindoro
Age : 32
Civil Status : Single
Height : 163cm
Weight : 55kg
Citizenship : Filipino
Religion : Iglesia Ni Cristo

SKILLS

- Proficient in MS Office (Word, Excel, Power Point)
- Can work under pressure
- Adaptability
- Good communication skills
- Warehousing
- Cashiering
- Merchandising

WORK EXPERIENCE

Tas'helat Marketing Company
Location : Saudi Arabia

Position : Store Crew
December 2017 – December 2021

- cashiering

- merchandising
- assisting costumers
- receiving deliveries
- Cash handling

Db-Schenker Philippines
Location : Taguig City, Philippines

Position : Warehouse Staff/Handler
April 2016 – November 2017

- handler of high-end gadgets
- picking of items (picklist based)
- receiving and posting of receipts
- daily cycle counting
- housekeeping
- quarterly warehouse inventory

HBC Incorporated
Location : Quezon City, Philippines

Position : Warehouse Staff/Handler
July 2013 - December 2015

- picking and packing of ordered essential products
- monthly removal of nearly expired items
- housekeeping
- receiving deliveries
- arranging of items (FIFO)
- weekly inventory

Markland Logistics and Distributions
Location : Taguig City, Philippines

Position **:** Picker/Packer
January 2012 – December 2012

- picking and packing of ordered items
- daily cycle counting
- housekeeping

Bayan Industrial Corporation

Location : Valenzuela City, Philippines

Position : Machine Operator
January 2011 - December 2011

- operating slitter machines

Star Appliance Incorporation
Location : Quezon City, Philippines

Position : Stock Clerk
May 2010 - October 2010

- picking of ordered items
- daily cycle counting
- receiving deliveries
- housekeeping

EDUCATIONAL BACKGROUND

PRIMARY : Maluanluan Elementary School

S.Y. 1996 – 2002

SECONDARY : Leuteboro National High School

S.Y. 2002 – 2006

TERTIARY : Southwestern Institute of Business and Technology

S.Y. 2006 – 2008

I hereby certify that the above information is true and correct.

ROMAR M. CAPUNO
Applicant